



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal And External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

POSITION TITLE: Records Clerk FY-13-62

DEPARTMENT: Sheriff's Department

ENTRY SALARY: \$12.20 – per hour, plus benefits **PAY GRADE:** 9

REQUIREMENTS: Must perform a variety of secretarial and clerical duties to assist in ensuring effective and efficient office operations. Maintains accurate records for the Walton County Sheriff's office, ensuring compliance with State laws, rules, regulations, policies, and procedures. Administers and processes civil cases, subpoenas and other documents. RESUMES SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATIONS: Requires a high school diploma or GED with vocational or technical training in business, bookkeeping, secretarial science or related field. Minimum of two years experience performing office operations or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain related certifications as directed by the Sheriff and state regulations.

DEADLINE FOR APPLICATIONS: 5:00 PM – January 22, 2013

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 01/09/2013

THE SHERIFFS APPLICATION IS NOT REQUIRED FOR THIS POSITION